

**NDLA Executive Secretary #26
Quarterly Report to the Executive Board
December 7, 2007-March 12, 2008**

Executive Board:

My activities since December 7, 2007, include the following:

December 2007

- Checked NDLA mail box 2 times & distributed mail as appropriate.
- Cleaned out/sorted information from December Board meeting.
- Had plaque redone at Capital Trophy & mailed it to Kathy Thomas.

January 2008

- Checked mail box 2 times & distributed mail as appropriate, including cookbook orders

February 2008

- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Contacted Phyllis Bratton offering extra assistance with conference.

March 1-12, 2008

- Prepared thank you letters for donations.
- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Redid press release re: new Board.
- Prepared report for March 14 Board meeting.

Submitted by:
Cathy A. Langemo
Executive Secretary